

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 55.92	Issue 4	Page 1 of 3
REQUEST FOR WATER AND SEWER SERVICE FOR CITY-OWNED FACILITIES	Effective Date March 30, 1993		

1. Purpose

- 1.1 To establish the procedure for obtaining water and sewer service from Water Utilities Department through Building Inspection Department.

2. Procedure

Responsibility

Action

Initiating Department

- 2.1 After the plans and specifications have been prepared, the project manager will submit the following to Permit Services Section of Building Inspection Department:

- a. A copy of the plans showing the service(s) being requested. The plans should clearly show points of connection, size and location of meters, etc.
- b. A completed Water Meter Data Card Form IN-16 (Appendix B).
- c. A completed Permit Application Form IN-3032 (Appendix C).
- d. Any additional information that may be required in order to review the plans.

Building Inspection Department

- 2.2 After the plans have been reviewed, the Building Inspection Department will notify the project manager to pick up the plans.

Initiating Department

- 2.3 The project manager will revise the plans as indicated on the correction sheet and re-submit to Building Inspection for a recheck.

(Supersedes Administrative Regulation 55.92, Issue 3, effective June 15, 1983)

Authorized

(Signed by Milon Mills, Jr.)

Water Utilities Director

(Signed by M. Victor Rollinger)

Engineering & Development Director

(Signed by Ed Ryan)

Auditors

(Signed by John W. Witt)

City Attorney

(Signed by Tina P. Christiansen)

Building Inspection Director

(Signed by Jack McGrory)

City Manager

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|--------------------------------|-------|--|
| Building Inspection Department | 2.4 | If no corrections or revisions are required per plan check, Building Inspection will approve plans and quote a water/sewer permit fee cost. The total fee shall be calculated to include a two week escalation period to allow time for an interdepartmental fund transfer. The water/sewer permit fee can be paid prior to issuance of a building permit. |
| Initiating Department | 2.5 | The project manager shall prepare a request for Direct Payment (AC-468) (Appendix D) for the required funds to be transferred from the approved project funds to the Water Utilities and Building Inspection Department accounts. |
| Auditor | 2.5.1 | The Auditor shall process the AC-468. |
| Initiating Department | 2.5.2 | After the Auditor has processed the AC-468, the the project manager will provide the Building Inspection Department with a processed copy of the AC-468. |
| | 2.6 | The project manager shall notify San Diego County Water Authority (CWA) of the project to verify if the Authority's capacity charge is to be collected. If CWA fees are required, the project manager shall prepare a second request for Direct Payment (AC-68) payable to the County Water Authority. The project manager shall write his/her 5-digit telephone extension in the sort key box in the upper right hand corner of the form. |
| Auditor | 2.6.1 | The Auditor shall process the AC-468. |
| Initiating Department | 2.6.2 | Upon issuance of the check, the project manager shall hand deliver the check to the appropriate collection office, as designated by CWA. |
| Building Inspection Department | 2.7 | The Building Inspection Department will clear the utility fees from their account. |
| Initiating Department | 2.8 | The project manager will request the utility service installation from Water Utilities Department. |

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APPENDIX A

Forms Involved

IN-3032 Permit Application, Building Inspection Department
IN-16 Water Meter Data Card
AC-468 Request for Direct Payment

Subject Index

Building Inspection, permit services - Application for water/sewer services.
Sewer - Requests for Service
Utilities - Requests for Service
Water - Requests for Service

Administering Department

Engineering & Development

DAILY CASH RECEIPTS

DEPARTMENT

DATE

DCR No. /

(46-54)

EXPLANATION

FUND

DEPT.

ORG. LEVEL

ACCOUNT

JOB ORDER

FACILITY

AMOUNT

(89-99)

(28-33)

(22-27)

(16-21)

(34-39)

(40-45)

(67-72)

PREPARED BY:

PHONE

DEPOSITED BY:

AUDITED BY:

KEY PUNCH:

DATE:

TOTAL DEPOSIT

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